

CITY OF NORMAN
Request for Record Inspection and/or Copy

Records of the City of Norman are open for inspection/copying unless specifically exempt from disclosure by the Oklahoma Open Records Act. Charges may apply as allowable by state law and City Resolution [No. R-8889-1](#).

NAME (of person requesting records): _____

ORGANIZATION (if any): _____

MAILING ADDRESS: _____
STREET CITY STATE ZIP

TELEPHONE NUMBER: _____ **E-MAIL:** _____

SIGNATURE: _____ **Date:** _____

INFORMATION BEING REQUESTED:

Purpose of Request: Commercial Media Related Other

Record Title/Date	Number of Copies Desired
1.	
2.	
3.	

Submit requests to the City Clerk's office, 201 W. Gray, Norman, Oklahoma 73069 or by Fax: (405) 366-5389 or E-mail the City Clerk at Brenda.Hall@NormanOK.gov

Charges: A charge for providing copies of public record is authorized by state law and has been adopted by City Council in R-8889-1 establishing fees for photocopying open public records in the amounts of \$.25 per page, 21 pages and thereafter on a single document shall be \$.20, and \$.50 per copied page for a certified copy, such fees to cover the cost of labor, materials, and equipment. The custodian may demand prepayment of a fee whenever the estimated amount exceeds \$10.00. The fee schedule is posted in the Municipal Building at 201 W. Gray, Norman, Oklahoma.

Charge for copying the record(s) \$_____.

Prepayment of the above amount

_____ is required _____ is not required

Your copy of this form is your receipt.

<u>FOR OFFICE USE ONLY</u>		
Signature of City Official: _____	Date/Time of Release: _____	
Research Fees: _____	Copy Fees: _____	Total Charges: _____